

THE DEPARTMENT

The Police Department is a modern, innovative law enforcement agency consisting of 20 sworn Officers, 7 professional staff and 4 reserve Officers.

COMPENSATION AND BENEFITS

Salary

- Salary range of \$3,451—\$4,194 per month
- Longevity steps of 5% at 7, 11 and 20 years of City employment

Retirement

- Participation in CalPERS 2% at 55 plan. (Subject to plan change consistent with State law)

Insurance

- City offers CalPERS health insurance plans for employees and dependents. City provides a monthly cafeteria amount of up to \$1312.89 as an amount above employee's gross salary to be used toward the purchase of health, dental and vision coverage.
- Life insurance of \$20,000 Supplemental plans are available at employee expense

Deferred Compensation

- Choice of plans available. Voluntary employee contribution

Other Benefits

- \$615 Uniform Allowance each year.

Leave Program

- Two to four weeks vacation leave annually, based on years of employment with the City
- 12 days of sick leave annually
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

Only the most qualified candidates in relation to the needs of the City of Auburn Police Department will be invited to participate in a testing process.

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination and other appropriate requirements of the position. Possible Polygraph test and Possession of, or ability to obtain, a class C California driver's license is required.

To be considered for this excellent career opportunity as Community Service Officer please submit a City of Auburn Application for Employment and a current resume to:

City of Auburn
1225 Lincoln Way
Auburn, CA 95603
Fax 530-823-4209
auburnhr@auburn.ca.gov

Visit the City of Auburn web site at
www.auburn.ca.gov

FINAL FILING DATE:

**May 1, 2015
5:00pm**



For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.



IS SEEKING
APPLICANTS FOR A
FUTURE OPENING FOR
THE POSITION OF
**COMMUNITY
SERVICE OFFICER**
(FULL TIME)

THE COMMUNITY

The City of Auburn is considered one of the best places to live in Northern California. It's bordered by the beautiful American River Canyon and nestled in the western foothills of the Sierra Nevada Mountains. Located at the crossroads of I-80 and historic Highway 49, Auburn is the county seat of Placer County. The City encompasses approximately 7.5 square miles and has a population of 13,400. Situated at elevations between 1,000 and 1,400 feet, the surroundings offer an awesome seasonal change.

From Auburn's origins as a mining camp in the 1850s, the city has emerged as a community of strong historic character, cultural enrichment, economic diversity and a destination point for outstanding outdoor recreation. Memories of early history are being sustained by way of its museums and antique stores and the preservation and renovation of its residences and commercial buildings.

Auburn is committed to supporting the arts in the community, including public art, theatre, music, dance and the many local artists that exhibit their works in the art galleries and businesses. One-of-a-kind shopping and dining experiences are offered in the four commercial business districts. Light industry is supported by the city's Airport Industrial Park and the Auburn Municipal Airport. The Auburn State Recreation Area is adjacent to the city and offers numerous rivers and lakes for whitewater rafting and kayaking, boating and recreational fishing. The American River Canyon and beyond has miles of scenic trails, including equestrian and mountain bike trails, running and hiking trails and areas to simply enjoy the beauty and serenity of the great outdoors. Auburn is home to the challenging Western States Endurance Run/ UltraMarathon and the grueling Western States Endurance Ride/Tevis Cup held each year.

**All trails lead to Auburn . . .
"Endurance Capital of the World"**

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 80 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

The City of Auburn is currently accepting applications for the position of Community Services Officer. This position under general supervision, performs a variety of specialized and technical non-sworn law enforcement duties in support of the Police Department; performs a variety of clerical and technical duties involved in receiving, securing, safeguarding, preserving, and disposing of police property and evidence; enforces various City and State animal control codes, ordinances, regulations, and laws governing the care and keeping of livestock and wild and domestic animals in the City; prepares records and reports; and provides other support and assistance to other non-sworn positions in the Police Department.

QUALIFICATIONS

Equivalent to the completion of the twelfth grade. Additional specialized training in law enforcement, criminal justice, or a related field is desirable.

Two years of increasingly responsible experience in a law enforcement or criminal justice setting. Experience in the receipt, storage and disposition of evidence and property and experience in the care and handling of animals is desirable.

Possession of an appropriate, valid driver's license.

Possession of, or the ability to obtain, a certificate for the euthanization of animals.

Completion of 832 PC course, or the ability to complete the course within the first six months of appointment.

THE IDEAL CANDIDATE

Knowledge and Ability to:

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Basic operational characteristics, services, and activities of a property and evidence program.

Principles and practices of property and evidence handling, recording, storage, and release.

Court procedures regarding evidence.

Records management and inventory techniques.

Pertinent Federal, State and local laws, codes and regulations including those governing the care, housing, and control of animals and those pertaining to the collection, preservation, storage, and disposal of evidence and property.

Modern office procedures, methods, and equipment. Including but not limited to MS Office (word, excel, PowerPoint), Communication skills, Organization skills, Public speaking Principles and procedures of record keeping. Principles of business letter writing and basic report preparation.

Geography of the City, including the location and layout of streets.

Safe work practices. Perform a variety of non-sworn law enforcement duties.

Receive, process, store, document, release, and/or dispose of various evidence and/or property.

Effectively account for police property and evidence; organize and maintain control systems.